

## **POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief administrative officer in the police department, involving responsibility for the protection of lives and property in the city through the supervision of all law enforcement functions. Work involves insuring the efficient operation of the police department through controlling activities and managing the personnel and equipment of the department. The Police Chief sees that order is maintained and that laws and ordinances are enforced, and takes measures to prevent crime and protect lives and property. Work also involves the planning of activities and the training, assignment, supervision, and discipline of all department personnel. The Chief consults with the Mayor in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, works independently in directing police department functions. Work is monitored by the city's Governing Authority through discussions with the Police Chief and through review of written activity reports.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the police department, including all employees, operations, and services of the department. Determines organizational structure and deployment of personnel. Reviews incoming communications, making assignments to staff and routing work to the appropriate person or location. Writes letters in answer to written or oral requests addressed to the police department or needed to handle problems of the police service.

Investigates complaints against department personnel and determines what action should be taken as a result of the investigation. Sees that all department personnel policies conform to EEOC standards. Keeps promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law. Negotiates with police officer's labor unions, when required. Investigates all accidents involving department equipment or personnel, determines the cause, and makes policy or procedure changes to avoid future accidents.

Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Works with boards and agencies, such as retirement boards and police officer training agencies, offering assistance on matters affecting the careers of

department employees or the work of the department. Testifies before legislative committees on proposed legislation.

Manages the accounting for all money and assets of the department in order to maintain accurate fiscal records. Gathers information for and prepares a departmental operating budget. Controls expenditure of department funds.

Determines what information should be included in department records and in what form this information should be kept. Insures that accurate department records are maintained. Compiles and analyzes data and writes reports required to document department operations.

Serves as official department representative at meetings of committees and civic groups. Makes speeches or conducts demonstrations on crime prevention or law enforcement topics. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Manages personnel assigned to the police department. Holds meetings with subordinate personnel for the purpose of receiving reports or disseminating information. Assigns duty areas and work schedules, including approving leave. Evaluates work performance of subordinates. Provides on-the-job training and assistance in technical areas of work. Counsels employees who are experiencing work problems, resolves employee complaints and grievances, and maintains discipline.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Serves as an instructor.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and property.

Plans, organizes, and directs all law enforcement functions of the department, including patrol operations, traffic control, criminal investigation, special operations, and handling of juveniles.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class,

must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be currently POST certified.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative and supervisory responsibilities **OR** must have a bachelor's degree or associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative and supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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